FIRST SHIFT DAY

I. Review the General Shift Day Procedure: Make sure the heelers know how Supes actually make the station function, or alternatively, poor, sloppy day of broadcasting. Heelers should have an understanding of the importance of such unique institutions as the Supe Report and the daily supervisor system.

Include: 14 duties of the supervisor, special heeler-assisted functions--calling personnel, clean-up, telephone answering (proper), pulling Dust, and C by R; continuity checking, food, posters, etc.

Instill heelers with the INITIATIVE TO DO THINGS; if Harry Heeler checks continuity and finds some spot without copy, have him write some up then and there.

II. Explanatory tour of station--including downstairs

III. Program Procedure Lecture:
1. Duties of Supes (see above)
2. Programming and Personnel of the Day
   a. style and content of each show
   b. all station switches
3. Explanation of closed circuit radio, diplexer, timing boxer
4. Executive Committee--3 duties of each exec (past and present seven--chairmen through Davison)

IV. Engineering Lecture
1. CRI, Console, patchboard, and announcer controls (go slow and don't cram)
2. Warning light pr9cedure
3. Engineering do's and dont's for second HST
4. Questions from Chief Engineer's Thursday night lecture

V. Meetings and quiz (mandatory)

*THE OBJECT OF THIS FIRST DAY SHOULD BE: A well-rounded, captivating, motivating, and ENJOYABLE education for heelers. Try to have some fun in the process.

FIRST SHIFT DAY

I. Review the General Shift Day Procedure: Make sure the heelers know how Supes actually make the station function, or alternatively, poor, sloppy day of broadcasting. Heelers should have an understanding of the importance of such unique institutions as the Supe Report and the daily supervisor system.

Include: 14 duties of the supervisor, special heeler-assisted functions--calling personnel, clean-up, telephone answering (proper), pulling Dust, and C byRR; continutiy checking, food, posters, etc.

Instill heelers with the INITIATIVE TO DO THINGS; if Harry Heeler checks continuity and finds some spot without copy, have him write some up then and there.

II. Explanatory tour of station--including downstairs

III. Program Procedure Lecture:
1. Duties of Supes (see above)
2. Programming and Personnel of the Day
   style and content of each show, all station switches
3. Explanation of closed circuit radio
   diplexer
   timing boxer
4. Executive Committee
   3 duties of each exec
   past andprpresent seven--chairmen through Davison

IV. Engineering Lecture
1. CRI, console, patchboard, and announcer controls (go slow and don't cram)
2. Warning light procedure
3. Engineering do's and don't's for second HST
4. Questions from Chief Engineer's Thursday night lecture

V.. Meetings and quiz (not mandatory)

THE OBJECT OF THIS FIRST DAY SHOULD BE: A well-rounded, captivating, motivating, and ENJOYABLE education for heelers. Try to have some fun in the process.

SECOND SHIFT DAY

I. Program Procedure:
   1. Programming for Entire Week
   2. Prestige shows and personnel: Dust, Mat, ATB, Retch, Pop, C byR, Hive
   3. Sunday Programming: emphasis on why they are Sunday shows
   4. Station Switches

II. Engineering
   1. Basic Engineering for Both CR's
   2. CR I COld: announcer controls; power switches; phones; cue; talk-backs; bus patches; tel lines; color code on patch board; basics reviewed
   3. When #2 is down cold: use of second channel (they should know the ways you can use a second channel while on the air--they should really get this down); difference between break and bridge patches; air cue, line cue, monitor, audition; four ways of cueing (they had better know this by Saturday HST)

   *En Toto: all basic CR engineering except for remotes.

III. Get started today on your Day Project(s). Combine your knowledge and overview with their fresh ideas. We are looking for really significant accomplishments for these projects.

IV. Quiz

V. A personal and sincere conference with individual heelers. Write up significant remarks in day book. The test and conference should be standard procedure from now til the end of the comp. (Use your own judgment on degree of formality or informality).

SECOND SHIFT DAY

I. Program Procedure:
   1. Programming for Entire Week
   2. Prestige shows and personnel: Dust, Mat, ATB, Retch, Pop, C by R, Hive
   3. Sunday Programming: emphasis on why they are Sunday shows
   4. Station Switches

II. Engineering
   1. Basic Engineering for both C. R.'s
   2. C. R. I. Cold: announcer controls; power switches; phones; cue; talk-backs; bus patches; tel lines; color code on patch board ; basics reviewed
   3. When #2 is down cold: use of second channel (the ways you can use second channel while on the air--they should really get this down); Difference between breaks and bridge patches; air cue; line cue; monitor, audition; four ways of cueing (they had better know this by Saturday HST)

   En Toto: all basic C. R. engineering except for remotes.

III. Get started today on your Day Project(s). Combine your knowledge and overview with their fresh ideas. We're looking for really significant accomplishments for these projects.

IV. Quiz

V. A personal and sincere conference with individuals (heelers). Write up significant remarks in day book. The test and conference should be standard procedure from now til the end of the comp. (Use your own judgment on degree of formality or informality.)

THIRD SHIFT DAY

This is mainly a day for (1) review, and (2) direction of education. The object is to make sure that heelers have grasped FUNDAMENTALS and have gained an understanding of the PURPOSE, FUNCTION, and VALUE of WYBC institutions. Program procedure and Engineering data from previous lectures should be consolidated and aligned toward a knowledgeable performance on the mid-comp PP test and, in the distant future, the executive interview.

I. Program Prodedure:

1. Reminder of importance of minutes (general board; Executive Committee Board of Governors) and Supe REports. They MUST GET INTO THE HABIT OF READING AND KNOWING FACTS FROM THESE REPORTS--it is the secret of knowing what is going on in the vast rainforest of WYBC activities.
2. REVIEW of past shift day lectures especially the previous one (see page on 3rd heeler meeting, especially logs, color code, continuity, operations, etc.)
3. A history, past and present, of Program Guide publications
4. One more shift day until mid-comp PP test.

II. Engineering

1. Complete review of both Control Rooms. Introduction to Control Room III; see if their knowledge of engineering fundamentals can answer their own questions about present and future equipment in C. R. III.
2. Transmitter logs: how and when to sign, keep, and take readings for the log; Review the FCC ordinances (a good time to explain 3rd class requirements).
3. Fine points on recording (fidelity, balance, etc.) Emphasis on QUALITY engineering.
4. Instant knowledge of talkback buttons, cue, phone gain, and monitor pots.

III. Plenty of time on Day Project. Make it a winner.